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INTERIM REPORT
EAST PALO ALTO SANITARY DISTRICT (EPASD)

Background:

The East Palo Alto Sanitary District, one of five independent sanitary districts in San Mateo County, was formed August 28, 1939. Today it serves a population of 15,500 and encompasses approximately two square miles, including most of East Palo Alto and the portion of Menlo Park east of Menalto Avenue known as the "The Willows".

Under contract with the City of Palo Alto Regional Water Quality Control Agency, the district's sewage is piped to a sewage treatment plant at the end of Embarcadero Road in Palo Alto. The district makes periodic payments to the City of Palo Alto for this service. For the fiscal year ending June 30, 1985, income was \$764,276, expenditures were \$713,776, and cash on hand was \$1,297,421. "Administration and general" expenditures were \$145,086, and it was here that the Grand Jury focussed its attention.

The district is administered by a board of five elected directors, each serving four years. The current directors are:

James Conley, III, term expires June, 1986.
Dennis Scherzer, term expires June, 1986.
Charlotte A. Becks, term expires June, 1988.
Roosevelt Cox, Jr., term expires June, 1988.
Douglas J. Smith, term expires June, 1988.

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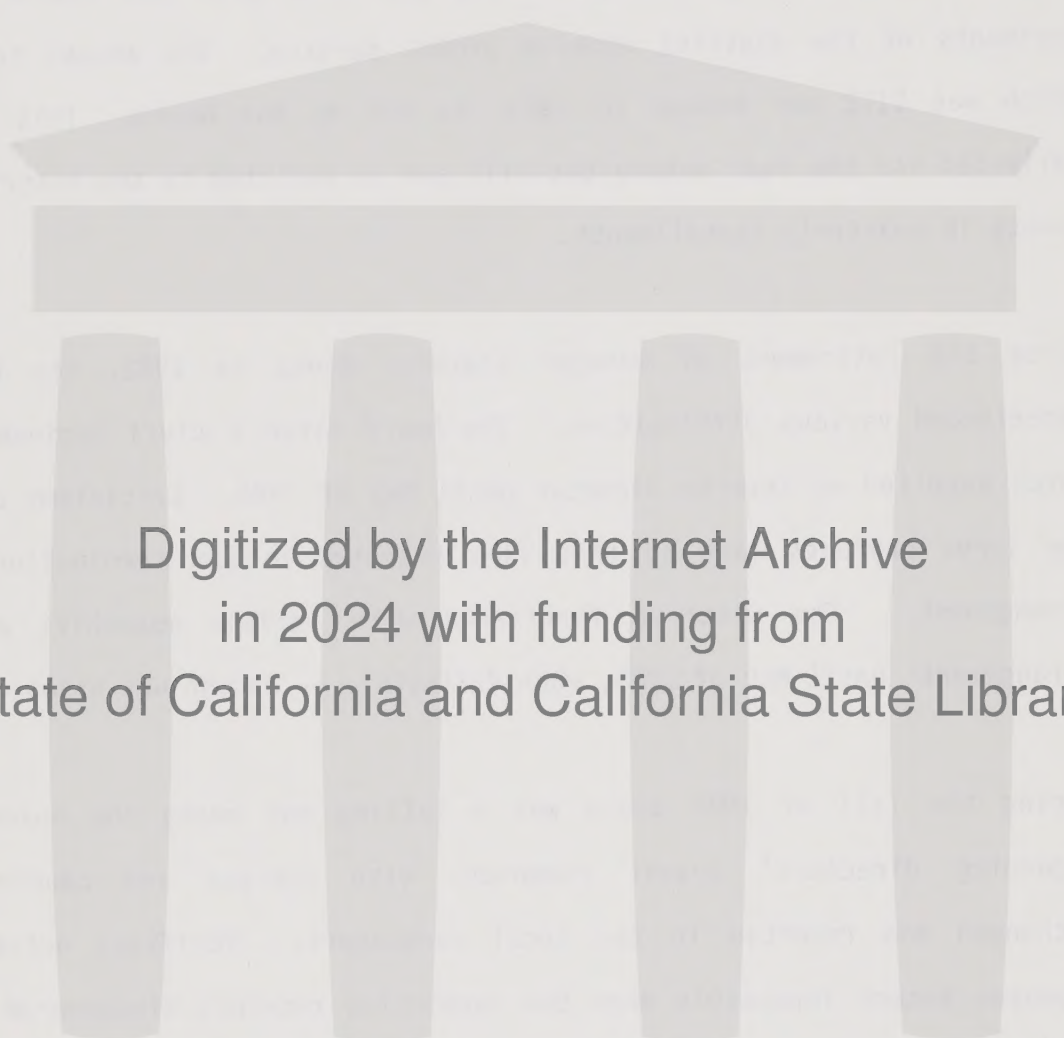
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The powers of the board are considerable. They are able to buy and sell real estate, enter into contracts, and hire and fire district employees. Their responsibilities, no less important, are to operate the district economically and efficiently, to maintain and replace sewer pipe and ensure that the residents of the district receive prompt service. The annual sewer rate, which was \$112 per hookup in 1985, is set by the board. This amount is collected via the real estate tax bill and is remitted to the district by the County in quarterly installments.

Since the retirement of manager Clarence Hines in 1982, the board has experienced various difficulties. The board hired a civil engineering firm which supplied an interim director until May of 1984. Criticisms concerning the large payments made to this firm resulted in the termination of this arrangement. The district functioned with various makeshift managerial arrangements until May of 1985, when Vulindlela I. Wobogo was hired.

During the fall of 1984 there was a falling out among the board members regarding directors' travel expenses, with charges and counter-charges exchanged and reported in the local newspapers. Verifying actual travel expenses became impossible when the supporting receipts disappeared from the district office. It was at this point that the Grand Jury felt it appropriate to look at the finances and operation of this district.

In this Interim Report the Grand Jury looked briefly at 1984 and mainly at 1985, so the facts and figures that follow relate to these years only. It is to be emphasized, and the exhibits show, that not all of the directors were involved in the questionable activities chronicled in this report.



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Findings:

At present Mr. Scherzer serves as president of the board. The position of secretary seems to rotate at random. The directors' compensation is limited by Section 6489 of the California Health and Safety Code, which provides:

- (a) Each of the members of the board shall receive compensation in an amount not to exceed seventy-five dollars (\$75) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of four days in any calendar month, together with any expenses incident thereto....
- (b) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.

If meetings were held monthly, as is the case in three of the five sanitary districts, and assuming that the maximum of \$75 per meeting were paid, the total yearly compensation paid to each director would be \$900.

Attached as Exhibit "A" is a compilation of directors' compensation for 1985, the explanation for each amount was taken from a carbon copy of the actual check.

Minutes verify attendance at most regular and special meetings, but no documentation verifies committee meetings.

Conclusions:

It appears that the meeting schedule is excessive in relationship to the size and scope of the district.

The committee meetings also raise the question as to whether they violate the Brown Act. If they were all ad hoc, with only two people attending, they might be legal, but the motivation is highly questionable.

Findings:

Payment for "expanded secretarial duties" is another board abuse. The process by which the directors gave themselves permission for this arrangement is detailed under the excerpts of Minutes, attached as Exhibit "B". The secretary was required to make sufficient notes for presentation to the board for approval at its next meeting. Rarely, if ever, were Minutes of a previous meeting read and approved at the next meeting. An attempt was made to solve this problem by hiring a temporary secretary to take and transcribe the Minutes.

A more permanent solution was found by hiring a full-time administrative assistant at a salary of \$10.50 per hour. The job description states that the primary function is to "perform various duties related to board meetings, issues and activities....(and to) attend board meetings and type intermediate and final copies of minutes...." For this service, in addition to a regular salary, the administrative assistant was apparently paid overtime, plus mileage, to attend board meetings.

The board justified continuing payment to the rotating secretaries for assistance in the absence of a district manager. After the new manager was hired, they were to help with his orientation.

Conclusions:

It would appear that the board secretary's duties were virtually non-existent. To salary both an administrative assistant and a board member as secretary resulted in unnecessary expenditures to the district.

Findings:

The director's travel expenses are listed as Exhibit "C".

The main organization sponsoring conferences is the California Association of Sanitary Agencies (CASA). CASA holds four conferences each year, at such resorts as Lake Tahoe, Monterey, San Diego, and Palm Springs.

A damaging side effect of travel expenses is that dissension over these items took a disproportionate amount of the board's time, and eventually had dire consequences for director Smith. Unable to substantiate his travel expenses, he was investigated by the District Attorney's Office, which ultimately issued a criminal complaint against him. Mr. Smith, although not resigning from the board, took up residence in Portland, Oregon in December 1985, and made collect telephone calls to the District office to confer with board members. He was arrested upon returning to East Palo Alto in May 1986. When questioned by the Grand Jury concerning his travel expenses to San Diego, he invoked the protection of the Fifth Amendment, as did director Cox. An Accusation was issued by the Grand Jury in early June of this year, charging director Smith with misuse of public funds, as well as neglect of office.

It was not unusual for the majority of attendees at a conference to travel in their own or rented cars, rather than car pool, thus quadrupling mileage paid to directors. In addition, director Smith, while collecting mileage from the district for the convention in San Diego, also charged gasoline for the trip on the district Chevron credit card.

As a comparison, travel policy for West Bay Sanitary District provides that directors travel by car or plane, whichever is less costly. Travel policy of the Mosquito Abatement District, while not exemplary, states that no car rental is provided, since all convention activities are centered in a single facility. East Palo Alto's travel policy provides for travel by whatever mode appeals, with no restrictions on car rental except that it be used for district business. It is difficult to reconcile this with the charges for gasoline in the Los Angeles area by director Smith.

Conclusions:

Documentation supports that the EPASD has been undisciplined in its use of public funds for travel. .

Findings:

Three of the five sanitary districts meet once a month, with extra meetings rarely scheduled. West Bay, which is much larger, meets twice a month.

It was not at all unusual for the EPASD board to meet weekly, or even more often. For example, in February of 1985, meetings were held on the 4th, 7th, 14th, 19th and 28th. In April, meetings were held on the 3rd, 4th, 6th, 11th and 17th.

Meetings rarely started promptly. Due to the tardiness of various directors, delays ranged from 10 minutes to an hour and 20 minutes.

Closed sessions were often called to discuss personnel or litigation, and these sessions occurred often at the beginning or in the middle of a meeting. For example, on March 6, 1985 the meeting opened at 6:00 p.m., immediately went into closed session, and did not open again until 10:26.

Agendas were rarely completed. Directors drifted in and out of meetings, often leaving before adjournment. Meetings sometimes lasted as long as 5 hours, ending at midnight or after. Enormous amounts of time and energy were devoted to voting approval of checks written in payment of bills, salaries and director's compensation. Often each check was voted on separately, with indecisive results.

Conclusions:

While there is nothing illegal or improper, the proceedings of these meetings emphasize that the directors have not responsibly assumed the charges of their office. In addition, their actions in holding closed sessions at the beginning or the middle of a meeting would discourage public participation.

Findings:

The district owns and operates three vehicles--a 1969 Dodge flusher truck, a 1983 Dodge utility truck, and a 1985 GMC Jimmy 4x4.

This last vehicle is known as the "Manager's Car", and was purchased November 2, 1984 for \$11,517.98. It had 16,067 miles on it as of March 1986 which seems a great deal when one considers that the district is only 2 miles square. Mr. Wobogo stated that his employment contract provides that he may drive this car to and from work. He lives in East Palo Alto. The "Jimmy" was also driven to some conventions, but when and where is unclear. Also unanswered is why an expensive 4 wheel vehicle is necessary in a residential community.

A compilation of the purchases made with the district's Chevron credit card for 1985 gives a glimpse into the fiscal improprieties that prevail, and this is attached as Exhibit "D". Of significance are the charges by Cox and Smith in July indicating use of the "Manager's Car" in Palo Alto.

The minutes of one directors' meeting reflect the complaint of an East Palo Alto citizen as to the use of a company vehicle by unauthorized persons. Deserving special attention are the charges by directors Smith and Conley to Smith's rented vehicle, covering territory from Palo Alto to San Diego and back. Presumably this was for the CASA convention, for which Mr. Smith and Mr. Conley also collected mileage. (See Exhibit "B".) The trip to Los Angeles during this San Diego convention period was, by directors Smith and Conley's admission, on non-district business.

Gasoline expenses increased from \$2114 in 1984 to \$4479 in 1985. Assuming gasoline was \$1.20 a gallon, this calculates out to 3733 gallons for the year, and at 15 miles per gallon, this equals 74,660 miles of driving--in an area of only two square miles. Gasoline was charged using either Shell or Chevron credit cards. Many of the Shell charge slips do not indicate a vehicle license plate, so no proof exists that a district vehicle was being serviced.

Conclusions:

Responsible accountability suggests that this district board require records that prove gasoline is used for job related tasks within the district.

Findings:

District telephone costs have skyrocketed, from \$676 in 1984 to \$3700 in 1985. Part of this cost is the constant search by the district for the newest, most innovative telephone equipment. Long distance calls also account for this increase in cost, with calls going to such places as Tulsa, Pasadena, Palm Springs, Puerto Vallarta and Camden, South Carolina. When questioned about these calls, all directors disclaimed any knowledge of them, despite the fact that the monthly telephone bill is submitted to the directors for approval prior to payment. The March 1985 phone bill also reflects \$30 worth of collect phone calls from Portland, Oregon from director Smith as he tried to maintain his political standing and influence in absentia. Many phone calls were made to unlisted numbers in Richmond, Hayward, Berkeley and Oakland, often before or after office hours, or during the lunch period. It is difficult to understand why a sanitary district would make calls to unlisted numbers in the East Bay area.

Conclusions:

Strict controls must be put in place to curb this excessive use of district telephones.

Findings:

The California Health and Safety Code provides that the District Attorney's Office shall (not may) provide legal counsel to any sanitary district when requested. It also provides that any sanitary district may employ special counsel for any purpose. Along these lines, the Attorney General stated that it may seek special counsel "so long as it exercises reasonable discretion."

In January of 1985 the board considered using the District Attorney's office for their legal work, but no action was taken on this, and they continued to be represented by Wilson, Morton, Assaf & McElligott. This association was eventually terminated, and the district is currently represented by Mr. William Esselstein. Total legal fees expended by the district in fiscal 1985 were \$43,489. A review of the April bill for legal services revealed the following charges:

Sale of Surplus Property	\$1287
EEOC Claim	144
Treatment Plant Expansion	1080
Acquisition of District Office	342
General Administration	3411
Attendance at Regular Meetings	<u>2853</u>
	\$9117

The "General Administration" charge of \$3411 covers almost daily contact between the attorneys and various board members concerning such diverse matters as Director Smith's military duty, drafting minutes of a board meeting, conferring on agendas, screening and interviewing of job applicants, and assistance in maintaining the general well being of the district.

Conclusions:

The District Attorney's office is sufficiently staffed and able to fill all of this district's legal needs. To use a private attorney as a cure-all for all the district's problems instead of solving them internally or via the District Attorney's office seems excessively self-indulgent, and a flagrant waste of district funds.

Findings:

There are many questionable expenditures, but most notable are the printing of business cards for directors, in particular director Smith, and pagers for the directors. The Pagenet bill escalated from \$66 to \$282 in 1985, and varied considerably as more technologically advanced pagers were rented.

Recently it was discovered by the district that thirteen checks had disappeared from a file cabinet drawer at the district office. These were subsequently cashed, resulting in a loss of district funds of over \$4000. At the time of discovery of the theft of the checks, payment was not stopped at the bank. No one has been apprehended. The office inventory reflects the presence of both a safe and locked file drawer, but the checks were kept in an unlocked drawer during working hours. This unfortunate event has propelled the district into installing an elaborate and expensive security system.

Conclusions:

This investigation by the Grand Jury has disclosed a board of directors that works in an unharmonious manner. This board is most destructive to the well-

being and morale of the district and its citizens. Lavish expenditures were made on travel. District funds were overspent on directors' compensation and auto and phone expenses. All this created an aura of fiscal irresponsibility.

The Grand Jury reminds this board of directors that they are only custodians of public funds and as elected officials they are especially charged with the responsibility of managing this money with frugality and wisdom.

The Grand Jury recommends that subsequent grand juries monitor this district closely.

The Grand Jury urges that the citizens of this district take an active interest in the operation and management of the East Palo Alto Sanitary District.

They are encouraged to appear at the time and place specified for the public hearing on fixing the sewer rate for the ensuing year. They should voice their opinions and question whether a portion of the \$1 million cash held by the district might not be applied to lowering the sewer rate. The hearing to set the sewer rate will be held on July 31, 1986, 8:00 PM at the regular board meeting place of the district, 2415 University Avenue, East Palo Alto.

EAST PALO ALTO SANITARY DISTRICT
1985 DIRECTOR'S FEES
SCHERZER

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4036	1-10	Secretary, January	\$300.00
4089	2-1	Secretary	300.00
4170	3-14	Salary, one week	375.00
4195	4-3	Salary, one week	375.00
4201	4-3	Salary, one week	375.00
4226	4-3	Special meeting, April 2	75.00
4237	4-3	Special meeting, April 3	75.00
4241	4-3	Salary, expanded secretarial duties, for March 25	75.00
4246	4-4	Special meeting, April 4	75.00
4249	4-6	Special meeting, April 6	75.00
4338	5-10	Regular meeting, May 9. Committee meeting re Minutes, May 7	\$75 <u>75</u> 150.00
4373	5-21	Regular meeting, May 21	75.00
4377	5-21	Regular meeting, May 22	75.00
4456	7-11	Regular meetings, June 13, 20 and 27 at \$75 each	225.00
4504	8-2	Regular meetings, 4 in July @ \$75	300.00
4528	8-9	Regular meetings, Aug. 1, 7 & 8	225.00
4609	9-12	Special meeting, Aug. 26	75.00
4689	10-11	Attending committee meetings	150.00
4692	10-11	Sunglasses broken in accident at District Office	60.15
4768	11-14	Regular meetings, Oct. 2, 10, 17 and 24	300.00
4815	12-13	Regular meetings, Nov. 14 and 26	150.00

EXHIBIT "A"

SCHERZER - Continued

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4837	12-17	Regular meetings, Dec. 5 and 13	\$150.00
4829	12-13	Committee meeting, Master Plan, 11-14	\$25.
		Committee meeting, Engineering, 11-28	25.
		Reimbursement, Monterey Plaza, 11-22	<u>10.</u>
			60.00
4867	12-23	Regular meetings, Dec. 19 and 20	<u>150.00</u>
			\$4245.15

EAST PALO ALTO SANITARY DISTRICT
1985 DIRECTOR'S FEES

SMITH

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>		<u>Amount</u>
4037	1-10	Regular meeting, Jan. 10		\$ 75.00
4076	1-17	Regular meeting, Jan. 17	\$75	
		Waste Committee, Jan. 11	75	
		Property Committee, Jan. 15	<u>75</u>	225.00
4090		Regular meeting, Feb. 1, less over- payment in Dec. of \$25	50	50.00
4100	2-7	Regular meeting, Feb. 7	\$75	
		Solid Waste Committee, Feb. 6	<u>75</u>	150.00
4120	2-19	Regular meeting, Feb. 19		25.00
4107	2-14	Regular meeting, Feb. 14		75.00
4150	3-6	Regular meeting, March 6		75.00
4163	3-7	Regular meeting, March 6	\$75	
		Screening Committee, March 1	75	
		Screening Committee, March 2	<u>75</u>	225.00
4227	4-2	Special meeting, April 2		75.00
4239	4-3	Special meeting, April 3		75.00
4245	4-4	Special meeting, April 4		75.00
4248	4-6	Special meeting, April 6		75.00
4335	5-10	Regular meeting, May 9	\$75	
		Property Committee, May 1	<u>75</u>	150.00
4343	5-14	Property Committee, May 2	\$75	
		Meeting with Manager, May 6	<u>75</u>	150.00
4401	6-13	Payroll Personnel Committee, June 1	\$25	
		Equipment Committee, June 5	25	
		Computer Committee, June 4	25	
		Equipment Committee, June 12	25	
		Treatment Plant Committee, June 6	<u>25</u>	125.00

EXHIBIT "A"

SMITH- Continued

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>		<u>Amount</u>
4402	6-13	Regular meeting, June 13 Property Committee	\$75 <u>25</u>	\$100.00
4417	6-21	Regular meeting, June 20		75.00
4505	8-2	Regular meetings, Month of July		300.00
4529	8-9	Regular meetings, August 1, 7 & 8		225.00
4717	10-25	Regular meetings, Sept. 12, 23, Aug. 26		225.00
4767	11-14	Regular meetings, Nov. 2, 10, 14 & 17		300.00
4813	12-12	Regular meetings, Nov. 14 & 26		150.00
4831	12-13	Regular meeting, Dec. 13 (in advance)		75.00
4865	12-23	Regular meetings, Dec. 19 & 20		<u>150.00</u>
				\$3225.00

EXHIBIT "A"

EAST PALO ALTO SANITARY DISTRICT
1985 DIRECTOR'S FEES
COX

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>		<u>Amount</u>
4034	1-10	Regular board meeting, Jan. 10	\$75	
		Committee meetings on Jan. 3, 5, and 6, @\$25 each	<u>75</u>	\$150.00
4073		Regular meeting, Jan. 17	<u>75</u>	
		Finance committee, Jan. 12	<u>75</u>	150.00
4091	2-7	Regular meeting, Feb. 4		75.00
4102	2-7	Regular meeting, Feb. 7	\$75	
		Property Acquisition Com. 2-1	.75.	
		Engineering Com., 2-5	<u>75.</u>	225.00
4151	3-6	Regular meeting, March 6		75.00
4164	3-7	Regular meeting, March 7	\$75	
		Property Acquisition/Screening Committee, March 1	75	
		Administrative Assistant Screening Committee, March 4	<u>75</u>	225.00
4242	4-3	Salary, expanded secretarial duties April 1-15		750.00
4278	4-15	Salary, expanded secretarial duties, April 15-30		750.00
4305	5-1	Salary, expanded secretarial duties, May 1-15		750.00
4359	5-15	Salary, expanded secretarial duties, May 16-21		272.72
*4379	5-23	Salary		96.77
4399	6-12	Board secretary, regular duties		300.00
4494	7-27	Regular meetings, July 11, 18, 23 & 25,		400.00
4526	8-9	Regular board meetings, Aug. 1, 7 & 8		300.00
4623	9-11	Secretary's fee, special meeting, 8-26		100.00

* There is no yellow county carbon copy in the warrant book.
Only a photostatic copy of the check, which was signed by Smith and Cox.

EXHIBIT "A"

COX-Continued

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4716	10-25	Regular meetings, Sept. 12 and 23	\$ 150.00
4765	11-14	Regular meetings, Oct. 2, 10, 14 and 24	300.00
4816	12-13	Regular meeting, 11-14	75.00
4839	12-17	Regular meetings, Dec. 5 & 13	150.00
4869	12-23	Regular meetings, Dec. 12 & 20	150.00
			<u>\$5444.49</u>

EXHIBIT "A"

EAST PALO ALTO, SANITARY DISTRICT
1985 DIRECTOR'S FEES

BECKS

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4038	1-10	Regular meeting, Jan. 10	\$75.00
4074	1-17	Regular meeting, Jan. 17	75.00
4086	1-29	Unknown	75.00
4101	2-7	Regular meetings, Feb. 4 and 7	150.00
4121	2-19	Director's fee	75.00
4149	3-6	Regular meeting, March 6	75.00
4165	3-7	Regular meeting, March 7, and ?	150.00
4184	3-14	Director's fee	75.00
4225) 4236) 4244) 4247)	---4-6	Special meetings, April 2,3,4 and 6	300.00
4321	5-9	Regular meeting, May 9	75.00
4348	5-16	Regular meeting, May 21.	75.00
4382	5-30	Regular meeting, May 30	75.00
4455	6-11	Regular meetings, June 13, 20 and 28	225.00
4460	7-11	Committee meeting	25.00
4506	8-2	Regular board meetings, 4 at \$75	300.00
4536	8-9	Regular board meetings, August 1, 7 and 8	225.00
4688	10-11	Regular meetings, Sept. 12 and 23	150.00
4764	11-14	Regular meetings, Oct. 2, 10, 14 and 24	300.00
4814	12-12	Regular meeting, Dec. 5 and 13	150.00
4840	12-17	Unknown, November meetings?	150.00
4866	12-23	Regular meetings, Dec. 12 and 20	<u>150.00</u>
TOTAL			\$2950.00

EXHIBIT "A"

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NOTE: Purpose of payment for Director Becks is unverified
but is generally correct.

EAST PALO ALTO SANITARY DISTRICT

1985 DIRECTOR'S FEES

CONLEY

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4035	1-10	Regular meeting, Jan. 10	\$ 75.00
4075	1-17	Regular meeting, Jan. 17	\$75
		Finance Committee, Jan. 12	75
		Insurance Committee, Jan. 15	<u>75</u>
			225.00
4088	2-7	Regular meeting, Feb. 4	75.00
4103	2-7	Regular meeting, Feb. 7	\$75
		Ad hoc property committee, Feb. 1	75
		Property committee, Feb 2	<u>75</u>
			225.00
4152	3-6	Regular meeting, Mar. 6	75.00
4164	3-7	Regular meeting, March 7	\$75
		Personnel committee, March 7	75
		Assuming manager's duties, 3-1 to 3-7	<u>75</u>
			225.00
4266	4-11	Special meeting, April 2	\$75
		Special meeting, April 3	75
		Special meeting, April 4	75
		Special meeting, April 6	<u>75</u>
			300.00
4322	5-9	Regular meeting, May 9	75.00
4374	5-22	Regular meeting, May 21	75.00
4381	5-30	Regular meeting, May 30	75.00
4376	5-21	Regular meeting, May 21	75.00
4457	7-11	Regular meeting, June 13	\$75.00
		Regular meeting, June 20	75.00
		Regular meeting, June 28	<u>75.00</u>
			225.00
4503	8-2	Regular board meetings, 4 @ \$75	300.00
4537	8-9	Regular board meeting, August 1	\$75.00
		Regular meeting, August 7	75.00
		Regular meeting, August 8	<u>75.00</u>
			225.00
4612	9-13	Special meeting, August 26	75.00
4639	9-24	Personnel committee, June 12	25.00

EXHIBIT "A"

CONLEY - Continued

<u>Check No.</u>	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
4640	9-25	Expanded board secretary duties, 9-13 to 9-25, 13 days at \$49.45 per day	\$646.82
4675	10-7	Payroll advance for 9-26 to 10-9	350.00
4687	10-11	Salary, as secretary, 9-26 to 10-9 \$956.06 Less advance on 10-7 <u>350.00</u>	606.06
4718	10-25	Salary, as secretary 10-10	82.42
*4766	11-14	Regular meetings, Oct. 2, 10, 17 and 24, at \$100 per meeting	400.00
*4838	12-17	Regular meetings, Dec. 5 and 13, at \$100 per meeting	200.00
*4868	12-23	Regular meetings, Dec. 19 and 20, at \$100 per meeting	<u>200.00</u>
TOTAL			\$4835.30

* I believe in these three items, Mr. Conley is taking \$100 per meeting as compensation as Secretary.

EXHIBIT "A"

which time the board will review them. Motion carries.

Motion by Smith that compensation of the board secretary be expanded to \$2500 per month at 35 hours per week. Motion carries.

October 10: Motion to end expanded roll of secretarial duties as of 10-10-85. Motion carries.

EXHIBIT "B"

EXCERPTS FROM BOARD MINUTES

January 7, 1985: The board decided to continue the (directors' compensation as is.

January 10: Motion by Conley to raise the amount for committee meetings Jan.-Feb. to \$75. Motion carried.

March 7: Conley made a motion that director remain in expanded secretary role with current compensation until 3-24-85. Director Cox then to assume secretary duties from 3-25-85 until 4-12-85 at same compensation. Determination of nature of secretary duties after 4-12-85 to be made at 4-11-85 meeting. Compensation to be at \$375 weekly. Motion passes.

April 17: Motion by Conley that compensation for expanded secretarial duties be ended April 30, 1985. Motion fails.

May 9: Motion by Conley to not approve or pay any more compensation for expanded secretary duties for the period May 16-May 19. Motion fails.

Motion made by Conley to return directors' fees back to policy of \$75 for board meetings and \$25 for committee meetings as of May 10. Motion passes

June 28: Conley moved that compensation for the board secretary be \$100 for each board meeting...to begin July 1, 1985. Motion passes.

July 11. Conley moved that the district pay directors for 4 days of work for the highest dollar amount per meeting. Board felt that this should be added to the by-laws. Motion passes.

September 12: Motion by Scherzer that in order for the secretary to function well, his duties be expanded and that he be compensated \$1500 per month for a term commencing with this meeting. The item will be placed on the next agenda for review of his performance and the need to continue the expanded duties. Motion carries.

October 2: Motion by Smith to expand present secretary's compensation to \$25 per month with hours at 35 per week. Motion fails.

Motion by Cox to extend the expanded secretary duties period for secretary Conley to the November regular meeting, at

EAST PALO ALTO SANITARY DISTRICT

Travel and Related Items

1985

<u>Warrant No.</u>	<u>Date</u>	<u>Paid to</u>	<u>Purpose</u>	<u>Amount</u>
4064	1-17	Special District Board Management Institute	Enrollment Attendance by Smith, Conley, Tibbs, Scherzer and Cox, @\$395. each	1975.00
4066	1-17	Alvin Tibbs, II	CASA conference and mileage	382.00
4067	1-17	Dennis Scherzer	CASA conference and mileage	382.00
4068	1-17	James C. Conley, III	CASA conference and mileage	140.00
4069	1-17	Roosevelt Cox	CASA conference and mileage	140.00
4070	1-17	Douglas Smith	CASA conference and mileage	140.00
4077	1-17	Motel 6, Ventura	Smith, Conley, Cox, Scherzer, Tibbs, @96. each	405.40
4079	1-29	Cox	1 way air from Palm Springs	89.00
4116	2-19	Conley	travel for Special Dist. Seminar, 672 miles @.25 \$35 per day, 4 days	168.00 140.00
4117	2-19	Scherzer	ditto ditto	168.00 140.00
4118	2-19	Smith	4 days @ \$35	140.00
4119	2-19	Cox	ditto	140.00
4124	2-19	Cox	travel to Seminar, 672 miles @ .25	168.00
4125	2-19	Smith	ditto	168.00
4281	5-9	CASA	Registration-Scherzer	55.00
4282	5-9	Hyatt, Lake Tahoe	Scherzer-2 nights	137.39
4286	5-9	Hyatt, Lake Tahoe	Beck- 2 nights	137.39
4287	5-9	CASA	Registration-Beck	55.00
4328	5-15	CASA	Registration-Wobogo	55.00

EXHIBIT "C"

EPASD
Travel and Related Items-1985

<u>arrant No.</u>	<u>Date</u>	<u>Paid To</u>	<u>Purpose</u>	<u>Amount</u>
4329	5-15	Hyatt Lake Tahoe	Wobogo-2 nights	128.40
4332	5-15	Scherzer	\$35 per day for 2.5days 250 miles @ .25	87.50 62.50
4333	5-15	Becks	ditto ditto	87.50 62.50
4336	5-15	Becks	balance due on mileage	62.50
4337	5-15	Scherzer	balance due on mileage	62.50
4339	5-15	Wobogo	\$35 per day for 2.5days	87.50
4378	5-24	University Travel	Rental car for Wobogo at Tahoe	75.00
4497	7-31	Catamaran, San Diego	Hotel reservations	1926.00
4523	8-8	CASA	Registration for Cox, Conley, Smith, Scherzer Wobogo, \$85 each	425.00
4534	8-9	Scherzer	per diem, CASA	175.00
4535	8-9	Scherzer	mileage, CASA	224.70
4548	8-12	Conley	mileage, CASA	224.70
4549	8-12	Smith	Per diem, CASA	175.00
4550	8-12	Conley	per diem, CASA	175.00
4552	8-12	Cox	per diem, CASA	105.00
4553	8-12	Smith	Cash deposit for car rental	300.00
4554	8-12	Smith	Mileage, CASA	149.80
4555	8-13	Cox	Plane ticket, CASA	138.00
4556	8-13	Cox	Car rental and gas	112.00
4630	9-24	Conley	per diem, Sacramento	105.00
4631	9-24	Sacramento Inn	Conley and Deborah Glenn	336.60

EXHIBIT "C"

EPASD
Travel and Related Items, 1985

<u>Warrant No.</u>	<u>Date</u>	<u>Paid To</u>	<u>Purpose</u>	<u>Amount</u>
4633	9-24	Conley	mileage	54.60
4635	9-24	Special District Management Seminar, 11-21 to 11-23	Schnerzer & Wobogo	590.00
4636	9-24	Monterey Plaza Hotel	Schnerzer and Wobogo	418.00
4637	9-24	CASA	Schnerzer and Wobogo	110.00
4660	10-2	Blanning Assoc	?	140.00
4661	10-2	Monterey Plaza	Conley reservation	209.00
4662	10-2	CASA	Conley	55.00
4732	10-25	Blanning Assoc.	Enrollment, Conley, FLSA	140.00
4701	10-11	Conley	Per diem given, \$105, Spent, \$132.22	27.22
4775	11-18	Scherzer	mileage	42.00
4776	11-18	Scherzer	per diem	87.50
4789	11-20	Wobogo	per diem, office expense	87.50 40.34
4806	12-9	Palm Springs	4 nights @ \$92.65, Wobogo	370.60
4807	12-9	Palm Springs	ditto, Scherzer	370.60
				<hr/> \$13,355.24

EXHIBIT "C"

CHEVRON GASOLINE CREDIT CARD

DATE	PURCHASED BY	WHERE	LICENSE NO.	AMOUNT
1985				
Feb.	James Conley	Gilroy	454355	\$11.05
	James Conley	Cabazon	"	15.12
	James Conley	Kettleman City	"	7.51
March	Alvin A. Tibbs	Menlo Park	791817	327.87
**April	John Morant	E. Palo Alto	578198	31.21
May	V. I. Wobogo	Palo Alto	454355	14.54
	V. I. Wobogo	E. Palo Alto	"	14.39
** June	John Morant	E. Palo Alto	10WU64	16.04
	James McCarty	E. Palo Alto	791817	20.75
	V. I. Wobogo	Redwood City	454355	12.76
	V. I. Wobogo	E. Palo Alto	454355	14.17
	V. I. Wobogo	Palo Alto	454355	10.20
July	Douglas Smith	E. Palo Alto	454355	16.00
	V. I. Wobogo	Newark	454355	14.45
	Douglas Smith	E. Palo Alto	454355	7.40
	Roosevelt Cox	Palo Alto	454355	12.28
	V. I. Wobogo	E. Palo Alto	454355	13.40
Aug.	Douglas Smith	San Luis Obispo	NEL875	7.50
	V. I. Wobogo	Palo Alto	454355	3.00
** Douglas Smith	Douglas Smith	E. Palo Alto	NEL875	9.80
	Douglas Smith	Firebaugh	NEL875	9.33
	Douglas Smith	San Diego	NEL875	9.45
	Douglas Smith	Tustin	NEL875	9.41
	Douglas Smith	Los Angeles	NEL875	7.43
	Douglas Smith	Soledad	NEL875	13.26
	James Conley	San Clemente	NEL875	11.50
	Douglas Smith	Sherman Oaks	NEL875	10.00
	Douglas Smith	Gorman	NEL875	14.00
	Douglas Smith	San Juan Cap.	NEL875	11.14
	Douglas Smith	E. Palo Alto	NEL875	7.68
	Douglas Smith	Los Angeles	NEL875	7.71
Sept.	Douglas Smith	Los Angeles	NEL875	5.00
	V. I. Wobogo	Palo Alto	454355	6.30
	Douglas Smith	E. Palo Alto	NEL875	3.60
	Alvin A. Tibbs ?	East Palo Alto	791817	212.51?
	V. I. Wobogo	Palo Alto	454355	8.30
	V. I. Wobogo	Palo Alto	454355	5.00

EXHIBIT "D"

Oct.	V. I. Wobogo	Palo Alto	454355	\$5.00
	G. Gomez	E. Palo Alto	791817	19.61
Nov.	V. I. Wobogo	San Jose	454355	13.41
	V. I. Wobogo	San Mateo	454355	5.00
	James McCarty	E. Palo Alto	791817	19.95
	James McCarty	E. Palo Alto	791817	20.00
	V. I. Wobogo	Palo Alto	454355	18.56
Dec.	V. I. Wobogo	Redwood City	454355	11.01
	V. I. Wobogo	Palo Alto	454355	18.20
	James McCarty	E. Palo Alto	791817	19.00
	James McCarty	E. Palo Alto	791817	186.00
	James McCarty	E. Palo Alto	791817	19.00
	V. I. Wobogo	Redwood City	454355	12.00

License Number of 1983 Dodge Utility Truck	791817
License Number of 1985 GMC Jimmy	454355

** These license plates do not belong to district vehicles. IOWU64 might be a rental truck the district used while theirs was being repaired. The other was apparently a car rented by Doug Smith.

EXHIBIT "D"

C124888039